



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
OFFICE OF FINANCIAL AND INSURANCE SERVICES
DEPARTMENT OF LABOR & ECONOMIC GROWTH
ROBERT W. SWANSON, DIRECTOR

LINDA A. WATTERS
COMMISSIONER

Memorandum

DATE: September 29, 2006

TO: Continuing Education Providers

FROM: Tracy Lord Bishop
Education Administrator

SUBJECT: REVISIONS TO EARLIER COMMUNICATION - Process Changes and New Contractor for Michigan Continuing Education Program

This communication updates the CE Credit Banking/Roster Processing portion of the previous 9/21/06 Memorandum titled the same. This information is critical to your credit banking process.

CE Course and Provider Applications

Effective immediately, all CE providers should submit course and provider applications to Thomson Prometric at the address below using revised forms [FIS 0406 and FIS 0407 Application for CE Course/Provider Approval](#). Thomson Prometric may be reached at pro.ce-services@thomson.com or 866-241-3115. Use the address below for both regular mail and overnight deliveries.

**Thomson Prometric – MI CE
3105 S Martin Luther King Blvd. PMB 179
Lansing MI 48909-2939**

Make checks for course and provider fees payable to **STATE OF MICHIGAN**, not to Thomson Prometric. Applications will be returned to the provider if the check is not made payable to **STATE OF MICHIGAN**.

CE Credit Banking/Roster Processing

No credits may be submitted from 9/23/06 through 10/8/06. Therefore, a temporary grace period is being extended to producers and solicitors with September 2006 and October 2006 CE review dates, and licensees suspended July 2006 who would therefore be terminated October 2006. Suspensions and terminations **WILL NOT BE PROCESSED** until **AFTER** all appropriate credits have been recorded.

On Monday, 10/9/06, you may begin submitting credits via the Internet to Thomson Prometric. You must use the individual's system ID license number **NOT** the SSN. Information is available online regarding [credit banking/roster processing](#), which must be paid via credit card.

Course Expiration Notices from OFIS

OFIS has begun sending email notices (if we have your updated email address) 90-days in advance of the course expiration dates to remind you of the need to renew. Providers are encouraged to file or update their current email address as soon as possible.

Providers must maintain at least 1 active course at all times to remain an active provider in Michigan. Failure to maintain at least 1 active course will result in termination of the provider status. To become a Michigan approved provider again and offer CE courses, the \$500 provider application fee and new course filing fees with supporting documentation will be required for approval.

As you know, CE courses expire 2 years from their approval date unless you renew them. Course renewal is not "automatic" nor does payment of the \$100 provider renewal fee (mailed in October) constitute course renewal. When submitting course renewals, revised forms FIS 0406 and FIS 0407 with applicable fees and all required supporting documentation are necessary.

Additional Changes as Result of New Contractor

More information about the transition process to the new contractor will be continuously added on the OFIS web site as developments occur. Review our website at www.michigan.gov/ofis, on a regular basis to remain compliant with licensing and continuing education requirements. We try to "spotlight" new information on the website to draw your attention to the latest changes impacting licensure on the Licensing Home Page and continuing education on the Education tab.